



# MEMORANDUM

## OFFICE OF THE TOWN MANAGER

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To: Town Council

From: Laurel Prevetti, Town Manager

Subject: Manager's Weekly Memorandum

Date: October 1, 2021

*Questions regarding the following should be directed to me. As specified by Town Policy, the Mayor or any two members of Council may request consideration of these or any items at a future Council Meeting.*

1. **October 5 and October 7 Town Council Meetings**

The Tuesday, October 5 Closed Session is scheduled to begin at 5:00 p.m. in the Town Manager's Office, followed by the regular Town Council Meeting at 7:00 p.m. in the Town Council Chambers.

On Thursday, October 7, the Closed Session will begin at 2:00 p.m. in the Town Council Chambers.

2. **Los Gatos League of Boys Team Charity**

The Los Gatos League of Boys Team Charity is a volunteer service organization dedicated to developing an altruistic spirit in young men through active participation of parents and sons in philanthropic projects in their communities. The Los Gatos League clean-up took place Saturday, September 25, from 8:00 a.m. to 3:00 p.m. in the downtown area and at Los Gatos High School. Ten volunteers joined Parks Services Officer Jerett Blaskey in collecting ten bags of trash. Collection data are shared with the West Valley Clean Water Program for the Town's Annual Report requirements along with other volunteer efforts that help keep trash out of the creeks. The Los Gatos League of Boys Team Charity is looking to perform monthly clean-ups soon.

3. **Adopt-A-Highway Program**

The latest 2021 Adopt-A-Highway Program clean-up took place Saturday, September 25, from 8:00 to 10:30 a.m. at the Highway 17/Highway 9 on and off ramps. Two volunteers joined Parks Services Officer Jerett Blaskey in collecting nine bags of trash along with artificial turf, construction debris, and cardboard tubing. Collection data are shared with the West Valley Clean Water Program for the Town's Annual Report requirements along

with other volunteer efforts that help keep trash out of the creeks. The next Adopt-A-Highway Program clean-up is scheduled for Saturday, October 16.

4. **Highway 17 Bicycle and Pedestrian Overcrossing Project (BPOC) Update**

On Monday, October 4, staff will distribute door hangers to properties immediately adjacent to the BPOC project site to raise awareness of the project and encourage community engagement. The door hangers promote the Connect Los Gatos project webpage with Frequently Asked Questions, updated project schedule, and the "NotifyMe" services. Many of the questions from residents during the feasibility study phase are included in the FAQs. Staff was also asked at the September 9 Complete Street and Transportation Commission meeting to consider posting project information boards at the location as one of the methods for public outreach. The project team is moving forward with the development of information boards.

The BPOC is in the preliminary phase of development, which involves establishing the program with Caltrans. The Town and Caltrans will need to enter into several Cooperative Agreements for different stages of the project, and staff will present the first of these agreements to the Town Council this Fall. The next BPOC community meeting is planned for December. At that meeting, the project team anticipates presenting options for the BPOC bridge types.

5. **Draft 2040 General Plan Update Outreach**

Outreach on the General Plan update continues. On September 27, Director Joel Paulson and Interim Planning Manager Jennifer Armer attended a Los Gatos Anti-Racism Coalition meeting to discuss the Draft 2040 General Plan, and they are also scheduled to attend several additional meetings of community organizations in October.

Additionally, on Wednesday, October 6, the Community Development Department will host a community meeting on the Draft 2040 General Plan at 6:00 p.m. via Zoom. A postcard has been mailed to all Town addresses to announce the Community Meeting. The community can visit [www.losgatos2040.com](http://www.losgatos2040.com) to view the Draft 2040 General Plan, find information on how to join the community meeting, and submit comments for consideration by the Planning Commission and Town Council.

6. **ABAG Notice of Election – President and Vice President**

The following information regarding the election of the President and Vice President of ABAG was sent by ABAG to Clerks of County Board of Supervisors, City and Town Clerks, Supervisors, Mayors, and Councilmembers of ABAG Member Jurisdictions:

Because many jurisdictions have limited access to public services and meetings due to the state of emergency in California in response to the COVID-19 pandemic, elected

officials, including county supervisors and city and town mayors and councilmembers, are likewise limited in their ability to meet in-person which may impact a circulator's ability to obtain written signatures on the Nomination Petition/Nomination of Candidate form for the Election of President and Vice President of the Association of Bay Area Governments. As allowed by the Election Procedures of the Election of President and Vice President approved by the ABAG Executive Board at its meeting on September 16, 2021, a voting member may sign the Petition using their electronic signature.

Circulators are to submit completed nomination petitions electronically to the Clerk of the Board at [fcastro@bayareametro.gov](mailto:fcastro@bayareametro.gov) and to mail the original nomination petitions to Clerk of the Board, Association of Bay Area Governments, Bay Area Metro Center, 375 Beale Street, Suite 800, San Francisco, California 94105, by 12 p.m. on Friday, October 8, 2021. No in-person drop off will be allowed during the current state of emergency.

7. **Letters of Appreciation**

A letter of appreciation was received for PPW staff regarding the Guardrail Replacement Project on Cypress Way. Verbatim comments received as follows: *My husband and I would like to thank you for the wonderful job you did on Cypress Way. We are so relieved that no one will fall down the side of the road because of the barrier that you put up. I know everyone feels safer. Warmest regards, Anita and Kevan Del Grande.*

8. **Board/Commission/Committee Recruitment Update**

Attached for your information is the most current recruitment list for Boards/Commissions/Committees.

9. **Town Manager Observations**

Los Gatos Union School District: On Wednesday, I met in person with Superintendent Johnson. We discussed the parcel tax, our respective equity efforts, and other opportunities for continued collaboration. The Town is very fortunate to have a strong and positive relationship with our local school districts.

LP:jj

Attachments

ABAG Election Procedures  
Recruitment Update

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